



# Acceptable Use of Digital Technologies @ MHPS

## Student Agreement 2017 – Grade 3 to 6

At Meadow Heights Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

### What are Digital Technologies?

Digital technologies are electronic tools, systems, devices and resources that generate, store or process data, such as computers, laptops, iPads, digital cameras, smart phones, etc. These also includes social media, online games and applications, multimedia, productivity applications, cloud computing, interoperable systems and mobile devices.

### Safe & Responsible Behaviour Rules

#### Care and Usage of the Equipment – I agree:

- ✓ To take great care when using the computer equipment and iPads throughout the school
- ✓ To not eat or drink near the computers
- ✓ Only to use the computer with a teacher's permission
- ✓ Not to copy, download or put my own software on the school computers as this may cause a virus

#### Computer, Laptop & iPad Use - I agree:

- ✓ To follow all teacher instructions when using computers, iPads or any digital technology
- ✓ To only open files that are mine or files that a teacher has told me to open or use
- ✓ To keep the settings of the computers and iPads as I find them and not to alter screensavers, wallpaper or the way the desktop is arranged, or delete or move apps
- ✓ Only to print when instructed to by a teacher
- ✓ Not to install any software on school computers or new apps on iPads unless instructed to by a teacher
- ✓ Not to log into the school iPads with my own Apple ID or iCloud ID

#### Internet Use - I agree:

- ✓ Only to access web sites appropriate to the task at hand as directed by a teacher. (not entertainment game sites, music lyrics sites, fan sites, video streaming etc)
- ✓ Only to access search engines as directed by a teacher – not to use google images unless my teacher has allowed me to
- ✓ Not to download any files from the internet unless instructed to do so by a teacher
- ✓ Only to use my Gmail email account with the school as organised by the class teacher
- ✓ Not to email photographs of any kind, or inappropriate emails
- ✓ If I am under 13 years of age, I am not to have a social media account or use such social media apps or sites as Facebook, YouTube, Instagram, Kick, Snap Chat, Twitter, Musical.ly, etc. as I am aware of age restrictions to sites
- ✓ To work to stop bullying - I don't send mean or bullying messages or pass them on to others

#### Personal Safety – I agree:

- ✓ To protect my personal information by being aware that my full name, photo, birthday, address and phone number is personal information and I shouldn't post or share these online
- ✓ To do the same with others personal information that I might know
- ✓ Protect my passwords and don't share them with anyone except my parent
- ✓ Never meet anyone I have met "on-line" without my parents' permission
- ✓ To immediately tell a teacher if I accidentally encounter on my or any other computer anything which I know is inappropriate or makes me feel uncomfortable



## Student Acceptable Use of Digital Technologies Agreement 2017

\_\_\_\_\_ (teacher's full name)

**acknowledges the commitment of**

\_\_\_\_\_ (student's full name)

**to being a polite, safe and responsible user of digital technologies according to the details mentioned in the MHPS Acceptable Use of Digital Technologies Agreement.**

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe. Breaking any of the rules stated in this agreement will result in the withdrawal of my computer privileges for a negotiated period of time set by my teacher or school eLearning leader.

\_\_\_\_\_ Student's signature (write your name)

\_\_\_\_\_ Teacher signature

\_\_\_\_\_ Date

### Parent/Guardian Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to): school owned ICT devices (e.g. desktops, laptops, printers, scanners), mobile phones and student owned devices, email and instant messaging, social networking sites (e.g. Facebook), video and photo sharing websites (e.g. YouTube), blogs or micro-blogs (e.g. Twitter), forums, discussion boards and groups (e.g. Google groups), wikis (e.g. Wikipedia), etc.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

### Signature

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established if my child does not behave appropriately.

**I have discussed this agreement with my child and agree that any breaking of the rules will result in a loss of computer privileges for a negotiated period of time set by my child's classroom teacher or the school's eLearning Leader.**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_